

# Organization for Campus Women Bylaws

## Article IV: OFFICERS

The officers of the Organization for Campus Women shall be three representatives elected from each employment category: a) faculty, b) academic staff, and c) classified and LTE. These nine shall each serve a three-year term, staggered within category. In case an elected member cannot serve her entire term, she shall be replaced by her employment category. These nine elected members plus the seven chairs of OCW standing committees shall comprise the Steering Committee. The Steering Committee shall elect from within itself the following officers each academic year at its April meeting.

President  
President-Elect  
Past President  
Secretary  
Treasurer

1. **President:** Duties include chairing Steering Committee meetings, notifying all Steering Committee members of meetings at least 24 hours in advance, and gathering agenda items for these meetings. This position will rotate each year between employment categories.
2. **President-Elect:** Duties will be to assist the President, prepare for the following year's duties, and chair the meetings in the President's absence.
3. **Past President:** Duties will be to assist transition of the new President and provide continuity.
4. **Secretary:** Duties include keeping minutes of meetings.
5. **Treasurer:** Duties include keeping books, collecting dues, paying bills authorized by Steering Committee, and generating list of paid members.

## Article V: COMMITTEES

1. **Steering Committees:** Three elected classified/LTE members, three elected faculty members, and three elected academic staff members plus the seven chairs of OCW standing committees shall comprise the Steering Committee.
2. **Standing Committees:** Committee chairs will rotate annually, as determined by the Steering Committee at its April meeting, and shall consist of the following:

*Honors/Scholarship/Fundraising:* Plans and organizes fundraising events to benefit the scholarship program; participates in the selection of the scholarship winners and other honors.

*Social:* Plans and coordinates social events held throughout the year.

*Program:* Plans and coordinates educational programs and community service events throughout the year.

*Membership/Election:* Recruits and maintains records on members; forms a nominating committee, consisting of at least one member representing each employment category, each February to recruit persons to run for the steering committee and to serve as committee chairs.

*Symposium:* Plans and coordinates the annual spring symposia open to all persons on campus.

*Newsletter:* Edits and distributes the OCW Newsletter.

*YWCA Tribute:* Nominates women for the Tribute to Outstanding Women of the Coulee Region Award.

3. **Ad hoc Working Committees:** Formulated as appropriate to accomplish the goals of the Organization for Campus Women.
4. Only paid members shall be eligible to serve on committees.

## **Article VI: MEETINGS**

The OCW Steering Committee will meet at least once a month during the academic year. The Organization for Campus Women will meet at at the discretion of the Steering Committee or by petition of 10 percent of the paid members.

## **Article VII: ELECTIONS**

### **Section A**

A Nominating Committee consisting of one member representing each employment category shall prepare a slate for annual elections. Nominees can be selected from the campus at large.

### **Section B**

Each committee listed in Article V shall elect one representative each year to serve on the Steering Committee in accordance with its own rules.

### **Section C**

1. The Steering Committee shall be elected in March/April.
2. Officers shall be elected at the April Steering Committee meeting.

3. The newly-elected Steering Committee and its officers shall work together with their counterparts until the May meeting when they shall assume their offices.

## **Article VIII: AMENDMENTS**

### **Section A**

The bylaws of the Organization for Campus Women, University of Wisconsin-La Crosse, may be amended by 2/3 vote of the membership responding to a ballot which has been mailed to the membership.

### **Section B**

All proposed amendments to the bylaws shall be presented in writing to the membership at least two weeks prior to the ballot deadline.

## **Article IX: PROCEDURE**

Organization for Campus Women will conduct its business by majority vote. If breaking events require a fast decision on any matter, an e-mail poll of all Steering Committee members may be used. The majority Steering Committee opinion shall prevail.